

DEPARTMENT OF MANAGEMENT AND BUDGET OFFICE SERVICES DIVISION STATE RECORDS MANAGEMENT SERVICES RECORDS CENTER

## E RECORDS MANAGEMENT SERVICES RECORDS CENTER (Si

APPROVALS (Signatures)

NO OBJECTION TO DISPOSAL AND/OR RETENTION AS SET

DEPARTMENT OF CIVIL SERVICE  DIVISION  DATE PREPARED  THE RECORDS DESCRIBED HEREIN ARE DEEMED NECESSARY. (1) FOR THE CONTINUED EFFECTIVE OPERATION OF THIS AGENCY! (2) TO CONSTITUTE AN ADEQUATE AND PROPER RECORDING OF THE GOVERNMENT OF THE STATE OF MICHIGAN AND OF THE PROPOSED RETENTION AND DISPOSAL SCHEDULE MEETS THE ADMINISTRATIVE, LEGAL AND FISCAL REQUIREMENTS OF THIS AGENCY.  SIGNED: AGENCY REPRESENTATIVE  TITLE  TITLE  ASSISTANT ATTORNEY GENERAL  AUDITOR GENERAL  AUDITOR GENERAL  AUDITOR GENERAL  DATE  19/15/9  AUDITOR GENERAL  DATE  19/15/9  AUDITOR GENERAL  DATE  19/15/9  AUDITOR GENERAL  DATE  19/15/9  DATE  DATE  DATE  DATE  DATE	R	ETENTION AND DISPOSAL SCHEDULE	NO OB	JECTION TO DI FORTI	SPOSAL AN IN THIS S		ITION AS SET
DIVISION DATE PREPARED  General Schedule # 4 10-11-95  THE RECORDS DESCRIBED LEREIN ARE DEEMED NECESSARY. (1) FOR THE CONTINUED EFFECTIVE OPERATION OF THIS AGENCY (2) TO CONSTITUTE AN ADEQUATE AND PROPER RECORDING OF THIS ACTIVITIES, AND (3) TO PROTECT THE LEGAL RIGHTS OF THE CONTINUED RETENTION AND DISPOSAL SCHEDULE MEETS THE ADMINISTRATIVE, LEGAL AND FISCAL REQUIREMENTS OF THIS AGENCY.  SIGNED: AGENCY REPRESENTATIVE  ITEM NO.  TITLE AND DESCRIPTION  TITLE AND DESCRIPTION  TITLE AND DESCRIPTION  RETAIN AT A A A A A A A A A A A A A A A A A A	FOR:	DEPARTMENT	ASSISTAN			_	DATE
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POR THE CONTINUED EFFECTIVE OPERATION OF THIS AGENCY 27 TO CONSTITUTE AN ADEQUATE AND PROPER RECORDING OF ITS ACTIVITIES; AND (3) TO PROTECT THE LEGAL RIGHTS OF THE GOVERNMENT OF THE STATE OF MICHIGAN AND OF THE FEOPLE. THE PROPOSED RETENTION AND DISPOSAL SCHEDULE MEETS THE ADMINISTRATIVE, LEGAL AND FISCAL REQUIREMENTS OF THIS AGENCY.  SIGNED: AGENCY PEPRESENTATIVE  ITEM NO.  TITLE AND DESCRIPTION  TITLE AND DESCRIPTION  TITLE AND DESCRIPTION  TITLE AND DESCRIPTION  RETAIN AT AT AT AGENCY PEPRESENTATIVE  This Retention and Disposal Schedule is to be used by the Executive Branch of State Government. The purpose of this document is to establish consistent retention and disposition practices for the standard types of documents found within the Official Personnel File for active employees. This schedule supersedes all previously approved retention periods for Personnel FilesActive Employees. Existing retention periods for Inactive Employee Personnel Files still apply in accordance to	Genera	l Schedule # 4 10-11-95	9-			(	2-20-5
THE PROPOSED RETENTION AND DISPOSAL SCHEDULE MEETS THE ADMINISTRATIVE, LEGAL AND FISCAL REQUIREMENTS OF THIS AGENCY.  SIGNED: AGENCY REPRESENTATIVE  TITLE  TITLE  TITLE  TITLE  TITLE  RETAIN AT CENTER (YEARS)  AGENCY  THIS Retention and Disposal Schedule is to be used by the Executive Branch of State Government. The purpose of this document is to establish consistent retention and disposition practices for the standard types of documents found within the Official Personnel File for active employees. This schedule supersedes all previously approved retention periods for Personnel FilesActive Employees. Existing retention periods for Inactive Employee Personnel Files still apply in accordance to	FOR THE (2) TO CO ITS ACTIV	ECONTINUED EFFECTIVE OPERATION OF THIS AGENCY!  ONSTITUTE AN ADEQUATE AND PROPER RECORDING OF  VITIES; AND (3) TO PROTECT THE LEGAL RIGHTS OF THE		OF HISTORY  LIGHT L	1. Cl	ack	18/3/95
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## RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

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; ; ; ; item NO.	TITLE AND DESCRIPTION	RETAIN AT AGENCY	RETAIN AT CENTER (YEARS)	TOTAL RETENTION (YEARS)	FOR USE BY APPROVING AGENCIES
	Standard Documentation Found in the Official Personnel File for Active Employees (See Legend Below For Detail on Retention Period Abbreviations)				
	A. Employment Eligibility Verification (I-9)	С	0	С	
	B. Oath of Office	С	0	С	
	C. Enrollment Application for Health, Vision, and Dental Care Plans (CS-1696)	C+P	0	C+P	
	D. Long Term Disability Plan Application (CS-1691)	C+P	0	C+P	
	E. Life Insurance and Accidental Duty Death Enrollment and Beneficiary Form (CS-1717)	A	0 -	А	
	F. Mutual of Omaha Group Accident Insurance Form (MC23747)	C+P	0	C+P	
	G. Notification by Employee/Retiree of Qualifying Event (CS-1498)	А	0	A	
	H. Electronic Funds Transfer Application for State Employees (A-885)	C+P	0	C+P	
	l. Union Membership Application and Authorization for Payroll Deduction	С	0	С	
	LEGEND  C = Retain only the most current/applicable versions of the form.  C+P = Retain the most current version plus one previous version of the form.  A = All versions of the form are maintained throughout employment history.				

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RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

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A	(Continuation Sheet	) 		PAGE	3 OF 3
ITEM NO.	TITLE AND DESCRIPTION	RETAIN AT AGENCY	RETAIN AT CENTER (YEARS)	TOTAL RETENTION (YEARS)	FOR USE BY APPROVING AGENCIES
	J. Conflict of Interest and Disclosure	С	0	С	
	K. State Employees Combined Campaign Current Deduction	С	0	С	
	L. Application for Continuation of Insurance (CS-1499)	A	0	A	
	M. Payroll Deduction Reserved Parking Assignment	С	0	С	
	N. State of Michigan United States Savings Bond Payroll Saving (A-685)	С	0	С	
	O. Final Compensation Beneficiary Designation (CS-140)	C+P	0	C+P	
	P. Federal, State and Local Tax Withholding Forms	C + 6 yrs.	0	C + 6 yrs.	
	Q. Flexible Benefits Selection Form	C+P	0	C+P	
	R. Credit Union Payroll Deduction or Change of Payroll Deduction Forms	С	0	С	
	LEGEND  C = Retain only the most current/applicable versions of the form.  C+P = Retain the most current version plus one previous version of the form.  A = All versions of the form are maintained throughout employment history.				